

**COMMONWEALTH OF VIRGINIA
DEPARTMENT OF EDUCATION**

P. O. BOX 2120
Richmond, Virginia 23218-2120

March 10, 2003

TO: Career and Technical Education Administrators

FROM: Robert A. Almond, Interim Director
Office of Career and Technical Education Services

SUBJECT: Career and Technical Education Administrators Regional
Update Meetings

We are inviting you and professional staff members who are responsible for administering career and technical education to participate in an update meeting. Two one-day regional update meetings have been scheduled for the first week in April. Please plan to attend the update in Roanoke on April 1 or in Richmond on April 3. Registration will be from 8:00 – 8:30 a.m. and the meetings will begin at 8:30 a.m. Specific topics that will be addressed are (1) Interim Director's Update, (2) Curriculum Management System, (3) Data Analysis, (4) Local Improvement Plan and (5) Open Forum.

A block of rooms at state rate has been reserved at the Hotel Roanoke for March 31 and at the Sheraton Richmond West for April 2. Local school divisions will be responsible for all expenses to participate in the regional update meetings. A buffet luncheon will be set up at each hotel at a cost of \$10 to be paid the day of the meeting.

The meeting dates and locations are listed below. Participants needing lodging are to make their own reservations by March 21.

April 1, 2003	Hotel Roanoke Roanoke, VA	Telephone	540-985-5900
April 3, 2003	Sheraton Richmond West Richmond, VA	Telephone	800-325-3535

Please complete the enclosed registration form and send it to the conference registrar at the address listed. Registration will be confirmed and specific directions will be sent at that time. For additional information, please contact Sandra Johnson, administrative support, Office of Career and Technical Education Services, at 804-225-2051, or Bob Almond, interim director, Office of Career and Technical Education, at 804/225-2847.

sgj

Copy: Division Superintendents
Dr. Patricia I. Wright
Council for Career and Technical Education
Career and Technical Education State Staff
Career and Technical Education Student Organization Specialists
Dr. Roy Jones

Career and Technical Education Regional Update Meetings

Name _____

School Division _____

Address _____ Zip _____

Phone () _____ E-mail Address _____

SELECT ONE

- ☐ April 1 meeting in Roanoke at the Hotel Roanoke
- ☐ April 3 meeting in Richmond at the Sheraton Richmond West

LODGING

Individual participants are responsible to make lodging arrangements if needed.

Hotel Roanoke	540-985-5900
Sheraton Richmond	800-325-3535

Please return or fax the registration form to Conference Registrar by March 21, 2003.

Conference Registrar
Outreach Program Development
Virginia Tech
Blacksburg, Virginia 24061-0272
FAX: 540-231-3306

Proposed Agenda for

2003 Spring Regional Meetings

April 1 – Roanoke

April 3 – Richmond

8:00 – 8:30	Registration	
8:30 – 9:45	Interim Director's Update Perkins, General Assembly, Industry Certification, Etc.	Bob Almond
9:45 – 10:00	Break	
10:00 – 11:30	Curriculum Management System	Peggy Watson & Resource Center Staff
11:30 – 12:15	Networking Lunch (\$10)	
	Computer Kiosks w/Curriculum Management System	Peggy Watson & Resource Center Staff
12:15 – 1:00	Data Analysis	Susan Williams
1:00 – 1:15	Break	
1:15 – 3:00	Local Improvement Plan Workshop Objectives and Strategies Joint Improvement Plans On-Site Evaluation	Susan Williams